



# Job Ready Program – Employment Verification Report (EVR) Hardware Technician (ANZSCO 313111)

The Trades Recognition Australia (TRA) Job Ready Program (JRP) is an employment-based skills assessment program for international student graduates with an Australian qualification.

You are receiving this form because you have an employee applying for, or currently participating in, the Job Ready Program. The information you provide in this form will allow us to confirm that the workplace and employment arrangements provide enough opportunity for the participant to develop the required skills in their nominated occupation.

#### Your role, as the employer, is to:

- give the participant appropriate trade level work under standard employment arrangements within a safe work environment
- nominate an employee skilled in the occupation to supervise the participant
- sign-off on the participant's progress report (usually six months after the start of the program)
- support the participant to develop and improve their skills and understanding of Australian Standards and Legislation, language, and terminology as it is used in the workplace
- help the participant to demonstrate their trade skills in an Australian workplace
- allow an approved assessor to carry out a workplace assessment of the participant's skills and job readiness (after 6 months or longer in the program).

To receive a successful workplace assessment outcome your employee (the JRP participant) will have to demonstrate the skills they have developed in the workplace. They will also have to show that they have the capacity to apply their skills and knowledge to all other tasks and duties involved in the occupation even if they are not doing them daily.

## How to provide the completed EVR to TRA

This form must be completed and signed by you, as the employer and/or a nominated supervisor. The participant will upload the completed EVR in the TRA Online Portal.

If you have any questions about this form or the Job Ready Program, please visit <a href="mailto:www.tradesrecognitionaustralia.gov.au">www.tradesrecognitionaustralia.gov.au</a> or email <a href="mailto:jrpenquiries@dewr.gov.au">jrpenquiries@dewr.gov.au</a>.

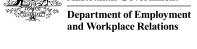




## **Section One: Participant Details**

TRA Reference Number			
Participant's Name			
Date the participant started work	k for you		
Is the participant still employed	with you?	☐ YES	
If NO, what date did they finish?			
How many hours/week on avera working/did they work?	ge are they		
Is the participant working as a F Technician?	lardware	□YES	□NO
If NO, what is their current occu	pation/job?		
Is the participant a subcontractor?		☐ YES	□NO
If YES, do you supervise the parthey work under your direction, directly assign them work)?		☐ YES	□NO
Section Two: Business I	Details		
Registered Business Name			
Address			
Australian Business Number (ABN)			
Address of website or web presence (e.g., Facebook) Name of Employer			
Contact number/s and email			
Name of Supervisor			
Contact number/s and email			
Number of Hardware Technicians employed			
Type of business	☐ Computers	☐ Home entertainment installations	☐ Mobile phone repairs
	☐ Printers /photocopiers	☐ Security systems	☐ Other (please specif
Do you provide pay slips?	☐ YES	□ NO	
If YES, how often?	☐ Weekly	☐ Fortnightly	☐ Monthly
If NO, do you direct deposit wages to the participant under sub-contracting arrangements?	☐ YES	□NO	





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If NO, please provide reason

#### **Section Three: Tasks Performed**

Hardware Technician [313111]: Supports and maintains computer systems and peripherals by installing, configuring, testing, troubleshooting, and repairing hardware. May work in a call centre.

Please tell us about the work the JRP participant is doing, or will have the opportunity to do, in your workplace as a Hardware Technician.

This section is divided into trade skills (the tasks and work they do; the tools and equipment they use) and workplace skills (how they communicate and work with others; how they get the work done).

It is important that the participant has the opportunity in your workplace to develop their skills and understanding in all these areas. If you tick no to any of the questions below, please provide reasons in the comments box.

#### Trade Skills

Tasks and Duties	Yes	No	Comments
Identifying the occupational health and safety and workplace procedures required to complete tasks safely			
Connecting internal hardware components			
Installing, configuring, and securing a small office or home office network			
Maintaining and repairing ICT equipment and software			-
Maintaining standard operating environments			
Providing ICT advice to clients			
Troubleshoot ICT software and hardware problems			
Running standard diagnostic tests			
Responding to service issues and requests in a timely manner			
Repairing and replacing peripheral equipment such as terminals, printers, and modems			
Reading work orders to determine material or setup requirements			
Answering user inquiries regarding computer software or hardware operation to resolve problems			





# Workplace Skills

The participant will build their understanding of the	Yes	No	Comments
workplace by:	163	IVO	Comments
Complying with Australian Standards, legislation, regulations,			
and terminology relevant to a Hardware Technician			
Working effectively with others			
Communicating effectively			
Collaborating with others to resolve information technology			
issues			
Inspecting supplies, equipment, and work areas for cleanliness, safety, and functionality			
Talking with supervisors, other staff or clients using the			
correct language and terminology	Ш	Ш	
Talking with clients about work requirements and work			
performed			
Working under pressure			
Identifying and dealing with risks	П	П	
Additional Information/Comments			
Please write in the space below if you have any further info	ormatior	and/or	comments on the
Please write in the space below if you have any further info JRP participant's work performance or duties.	ormatior	and/or	comments on the
	ormatior	and/or	comments





## **Section Four: Supervisor and Employer Declaration**

NOTE: Penalties apply under the Crimes Act 1914 and the Criminal Code Act 1995 may apply for making false or misleading statements and providing false or misleading information or documents.

#### I confirm that:

- a. I am an authorised representative of the business listed in Section 2
- b. the information in Sections 1 and 2 above is true and accurate
- c. the information in Section 3 is a true and accurate record of the tasks and duties that the JRP participant is doing, or will be doing, in this workplace
- d. I agree to allow a workplace assessment of the participant's skills.

Supervisor Name	
Position	
Signature	
Date (dd/mm/yyyy)	
Employer Name (if different	
to Supervisor)	
Signature	
Date (dd/mm/yyyy)	